

13 November 1970

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1. Attached are a few items about Archives as it is evolving in our Agency.

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a. My memo of 16 June 1970 to a special assistant to was drafting a proposal to create a DDS Information Center and in it he proposed a DDS Archivist. Although that proposal has since been rejected by DDS, my notes correcting his ideas about Archivists are related to the discussion you and I had on Friday, 13 November and may interest you.

b. Archives has two meanings: It can refer to the Archival Institution and its building. or Secondly, it can refer to the content, the Archival material itself. Attached is a copy of booklet on Archival buildings because it explains why there are certain building requirements to support certain content requirements.

c. The attached Civil Service position description for an Archivist should clarify many things about our Archives requirements.

2. Although I have not included them, I would like to recommend that you request the Agency Librarian to obtain these two very excellent books that will clarify many points about Archives for you:

- a. "Modern Archives -- Principles and Techniques"
by T. R. Schellenberg
University of Chicago Press -- 1956.

In this book the first 30 pages have four informative Chapters:

1. Importance of Archival Institutions.
2. Nature, Definition, and Elements of Archives.
3. Differences between Archives, and Libraries.
4. Archival Interest in Records Management.

- b. "American State Archives"
by Ernst Posner
University of Chicago Press -- 1964

This authoritative book also has a comprehensive review of Archives principles in its first 30 pages.

Of interest to our Agency is this quote:

"The proper care of Archives is an administrative problem of each State Government instead of a mere adjunct to the historical library field." (Page 25).
The policy of the Federal Government is that Archives are an administrative concern not merely of historical interest.

This book also has an extensive bibliography and glossary that may prove of additional interest.

3. When I return from leave I shall be pleased to take up this matter with you again. If you should need something more in the meantime, please contact [redacted] of my staff, he is well informed on Archival matters.

[redacted]
CIA Records Administration Officer

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